



GILA COUNTY COMMUNITY DEVELOPMENT

November 6, 2014

Per ARS 11-1606 we are providing you with the following information in regards to the commercial permit application process:

Steps Required to Obtain a Building Permit

1. Customer to provide name of property owner, address and/or parcel number.
2. Customer to provide site plan illustrating proposed improvements (see handout entitled "Site Plan Requirements").
3. Customer to submit 2 (two) sets of plans with any related specifications, engineering and/or calculations.
4. Permit Tech will work with customer using the Plan Submittal Checklist to insure that all information/material required to review the plans and issue the permit is submitted.
5. Once plans can be accepted, Customer pays plan review fee upon submitting.
6. Plans are reviewed and owner/contact person will be informed if additional information/material is needed and/or when plans are ready to permit.
7. Customer picks up plans when review complete and pays permit fee due.

Commercial Licensing Time Frames *

Per ARS 11-1605 we have established the following time frames for processing Building Permits:

Administrative Completeness Review Time Frame =	25 working days
Substantive Review Time Frame =	<u>25 working days</u>
Overall Time Frame =	50 working days

****Note: These time frames affect new codes, ordinances or regulations adopted after 7/20/11. They become effective for all codes, ordinances or regulations in effect on 12/31/12.***

Request for Clarification

An applicant for a permit may receive clarification from the County of interpretations or applications of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement as provided in ARS 11-1609. Use the form entitled "Request for Clarification".

Contact Info

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